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business-class accommodations, llc.

Hospitality/Leasing Manager

Business-Class Accommodations (Midtown-Buckhead, Atlanta, GA)

www.Business-ClassAccommodations.com

Fast-growing extended-stay start-up seeks an experienced Manager to run our day-to-day operations, reservation & quote systems, and marketing for a new brand of extended stay apartments in Atlanta.

Job Responsibilities

- Provide prompt responses to quote requests and guest inquiries
- Prepare for check-ins & check-outs
- Work directly with CEO to implement marketing plan and meet occupancy goals
- Run and analyze daily, weekly, and monthly occupancy reports
- Create daily, weekly, and monthly tasks and processes
- Offer superior customer service
- Direct housekeeping staff
- Resolve all property maintenance issues

Qualifications

- Demonstrated hospitality or apartment management experience
- Professional written and verbal communication skills
- Familiarity with Microsoft Office suite—Outlook, Word, Excel
- Problem-solving experience with superior attention to detail
- Ability to multi-task and prioritize in a fast-paced work environment
- Smart, Friendly, Energetic & Entrepreneurial personality
- Fluency in Spanish a plus
- Veterans encouraged to apply

Terms

- Part-time to full-time; approximately 25 hours per week
- Contract position
- Flexible and some weekend hours
- After-hours on-call

Compensation

- 25-31K per year based on experience
- Hourly plus occupancy-based commission

Benefits

This position does not currently offer benefits.

44 25th Street, Atlanta, GA 30309 | (404) 682-2847

inquiry@business-classaccommodations.com

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Other

Business-Class Accommodations is part of an incubator group of companies. Other part-time consulting opportunities may be available for additional compensation.

To Inquire

Email resume and cover letter discussing how your qualifications meet the requirements above to careers@business-classaccommodations.com. Include the following in the subject line:

BCA – Hospitality/Leasing Manager – Last_Name, First_Name

About Business-Class Accommodations

Business-Class Accommodations (BCA) offers affordable, stylish, furnished and serviced apartments available weekly or monthly to suit your schedule. Our studios and private executive home are located in a quiet neighborhood in the heart of Atlanta between Midtown and Buckhead. BCA is gay owned and operated.

Visit us on the web at www.business-classaccommodations.com.